

Automatic Payment Plan and E-mailing Utility Bills

City of Tawas City
P.O. Box 568, Tawas City, MI 48764

AUTOMATED PAYMENT AUTHORIZATION

City of Tawas City offers automatic bill payments for your utility bill and/or taxes. Please review the following information, complete the enrollment information and drop it off at Tawas City Hall, **you must show proof of identification to make any changes or to start an account.** If you have any questions, please contact City Hall at (989) 362-8688.

New [] Change [] Cancellation []

I would like to make Automatic payments on the following account(s) **check all that apply**

Summer Tax payments **CHECK ONE:** ___ July 30th **OR** ___ September 30th

Winter Tax payments **CHECK ONE:** ___ December 30th **OR** ___ February 14th

If the above date falls on weekend or a Holiday, the transaction will be made the previous business day for Taxes

Water/sewer/garbage payments on the 20th of each month

If the above date falls on weekend or a Holiday, the transaction will be made the next business day for Water Bills

I authorize the City of Tawas City to deduct payments from the account listed below. I understand that I control my payments, and **if I decide to discontinue this payment service, I will complete a new form with the cancellation information and return to City Hall.**

Service Address _____

Second Mailing Address _____

Name (as shown on your bill) _____ Phone Number _____

Utility bill account number _____

This form cannot be processed without your signature below and a voided deposit ticket or check.

To ensure the correct account number is used for this automatic payment and to obtain the ABA/Routing Number, please contact your financial institution.

Name of Financial Institution: _____

ABA/Routing Number: ___ - ___ - ___ (9 digits on bottom left corner of check)

Account Number: _____ Checking Savings (check one)

ELECTRONIC MAILING AUTHORIZATION (Utility Bills Only)

Tax Bills are not permitted to be emailed per Tax Law MCL 211.44

I authorize the City of Tawas City to email my monthly utility bill to the email address indicated below. I understand that the monthly utility bill is the only statement that will be emailed and that I will no longer receive a printed utility bill. I will notify the City of Tawas City if I wish to receive a printed utility bill again. Further, I understand that failure to receive the electronic bill does not waive penalties.

Service Address _____

Name (as shown on your bill) _____ Phone Number _____

Email Address (please print clearly) _____

Signature: _____ Date: _____

Automatic Payment Plan

Most Frequently asked questions:

How does a resident/customer sign up for the Automatic Bill Payment Plan? Simply complete the enrollment form information, attach a voided deposit ticket, check or savings account information to the form and return to City Hall.

How long does it take to get on the plan? It depends on when you sign up and when the billing cycle is; your account could be converted by the next billing. You should continue to pay as normal for your utility bill until your bill states “**AUTO DRAFT do not pay**” in the bottom left corner.

How will I know the amount of my bill?

Utility Billing: A normal bill will be sent to you each month; the bottom left will state “**AUTO DRAFT do not pay.**” The amount of the bill will be withdrawn on the 20th of the month. If the payment date falls on a weekend or holiday, the transaction will be made on the next business day.

Taxes: A normal tax statement will be sent to you on July 1st and December 1st each year with the amount that will be withdrawn. If the payment date falls on a weekend or holiday, the transaction will be on the previous business day.

Is there a charge for the service? No. The Automatic Bill Payment Plan is offered to you free of charge. Most financial institutions do not charge for the service. Please contact your financial institution if you are not sure.

What if I need to make a change? If you make any changes to your address, or your checking/savings account, you will need to complete a new enrollment form with the new information and return to City Hall.

How does the resident/customer know that a bill has been paid? Each bill paid will be clearly itemized on your financial institution’s account statement.

How do I cancel my Automatic Bill Payment Plan? Complete the enrollment form with your name, address, signature and the cancellation box checked, and return to City Hall.
